



EMPLOYEE TUITION WAIVER REQUEST FORM

Maximum tuition waiver is five (5) credit hours per academic period (Fall, Spring, and Summer terms). Eligible employees are those who have been employed at Auburn University (AU) and/or Auburn Montgomery (AUM) on a full-time basis for at least the previous twelve (12) months. To qualify for the waiver, eligible employees **must register on or after the first day of class.**

Name: _____ Banner ID #: _____

Department: _____ Student ID #: S _____

Work Telephone #: _____ Academic Status: Graduate ____ Undergraduate ____

Location of Courses: AUM ____ or Auburn ____ Academic Year: 20____ to 20____

If classes will be attended during normal work hours, how will the lost work time be made up?

Employee's Signature

Date

Signatures only required if courses are taken during normal work hours.

Supervisor's Signature

Date

Dean/Director/Vice Chancellor

Date

Submit completed form to the Office of Human Resources at the beginning of the academic year or the first term. ***Only one tuition waiver form is required per academic year.*** Contact Human Resources if you wish to take courses during the Summer Term of the current academic year.

HUMAN RESOURCES USE ONLY

Full-Time Hire Date: _____ Eligible for Waiver: Yes ____ No ____

Tuition Waiver For: Fall ____ Spring ____ Summer ____

Date forwarded to Cashier's Office: _____

Human Resources Representative: _____ (Signature)